



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSE CONSULTANT/INSPECTOR

Job Number: 20001017

Job Code: 43310V150516

Job Group: 4300 - NURSING

Job Established: 06/16/1982

Job Revised: 05/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides investigative and technical consultative services in the licensing and provision of health care programs OR provides nursing expertise and consultative services to the Kentucky Medical Review Board program (KRS 186.444); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have four years of experience as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree in nursing will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain current licensure in Kentucky as a registered nurse or must maintain a valid work permit issued by the Kentucky Board of Nursing for the length of employment in this job title.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Inspects nursing and allied services in health care facilities for compliance with licensing laws and regulations and assesses the quality of patient care and associated medical records. Provides technical assistance to health care providers as needed by reviewing and suggesting changes in nursing organization and administrative procedures. Investigates health consumer complaints. Provides consultative services to boards/commissions. Documents findings for use in answering complaints, revocation of license or issuance of license. Performs follow up inspections to assure correction of identified problems. Analyzes state and federal statistical and narrative reports on facilities and prepares recommendations and information on trends and problems identified. Participates in the development, revision, evaluation and interpretation of agency program policies, procedures and guidelines. Participates in the formulation and/or updating of standardized health care coding systems. Reviews manual changes for compliance with regulations. Analyzes, develops and recommends statewide medical service programs for specific programs such as Sudden Infant Death Syndrome Information and Counseling Project, pre natal care, and diabetes. Provides in service training to local health department staff and others for such programs. Develops special materials for educating the public to be aware of health problems. Develops standardized forms for use in collecting program research and reporting data.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically is spent in contact with providers and clients outside the organizational unit. May work in homes and neighborhoods in "at risk communities" for violence and drug abuse.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.